



**INSTITUTE FOR NATIONAL STRATEGIC STUDIES  
INTERN PROGRAM  
FALL 2004**

*Application Period: September 7 - 30, 2004*

The Institute for National Strategic Studies (INSS), a component of the National Defense University, is now accepting applications for fall 2004 internships. These are unpaid internships in one of the four INSS directorates: Research, Conferences, Publications and the National Strategic Gaming Center. INSS internships are open to graduate and undergraduate students who are enrolled in accredited U.S. universities, and who have excellent writing and research skills. ***Chinese language skills are especially sought.***

## **1. About the National Defense University and INSS**

The National Defense University (NDU) educates military and civilian leaders through teaching, research, and outreach in national security strategy, national military strategy, and national resource strategy; joint and multinational operations; information strategies, operations, and resource management; acquisition; and regional defense and security studies. NDU is located at Fort McNair in Washington, D.C. The NDU web site address is <http://www.ndu.edu>.

The Institute for National Strategic Studies (INSS) was established in 1984 by the Secretary of Defense as a focal point for analysis of critical national security policy and defense strategy issues. A component of the National Defense University, the Institute's programs and core missions include:

- Policy research and analysis and other support to the Joint Chiefs of Staff, the Office of the Secretary of Defense, the unified and specified military commands, and the other U.S. Government agencies in the development and advancement of U.S. defense and national security policy. Research at INSS covers Europe, Russia-Eurasia, the Middle East/Persian Gulf, the Asia-Pacific, South Asia and the Americas, and assesses the implications of topical and international trends for U.S. national security policy. Research is conducted in the areas of defense strategy and doctrine, conventional and strategic forces, and global and transnational security issues.
- Support to the educational missions of NDU, other professional military education institutions, and interagency training programs through the provision of regional and functional expertise and of state-of-the-art strategic gaming and simulation.
- Outreach activities, including an extensive program of publications, conferences and web-based outreach, to inform the defense and national security policy debate in the U.S. and abroad.

The Institute is organized into four directorates: Research, Conference, Publication, and the National Strategic Gaming Center. The INSS Director also serves as the NDU Vice President for Research. The Institute also supports the Center for the Study of Chinese Military Affairs and hosts the Center for Counterproliferation Research.

To learn more, please visit our web site at <http://www.ndu.edu/inss>.

## **2. About INSS Internships**

Interns are assigned to one primary directorate team, but have the opportunity to work on a number of projects as their time and skills allow.

Interns at INSS support Senior Fellows in the areas of research, gaming, publications, conferences, and communications. Research assistance typically includes compiling and distilling journal articles, news, Lexus/Nexus searches and other current literature, as well as source-citing, helping to organize roundtables and, as appropriate, drafting analytical memos, roundtable proceedings and/or topical essays. Gaming support can include researching scenario material and assisting in game logistics. In the Publication Directorate, interns can assist with publication market analysis and customer service. Interns logistically support the Conference Directorate during four yearly Symposia, as well as numerous conferences, round-tables, and colloquia. In the area of web communications, interns can be asked to assist with numerous projects, from web graphic design to site analysis. Interns are also enthusiastically encouraged to attend national security-related events at the university and in the Washington, DC area.

INSS offers interns the opportunity to meet high-level governmental officials, hear them speak on current important issues, and interact with policy makers and academics. Learning about how the Department of Defense interacts with other government agencies, how these agencies work together to protect our national security, and the career possibilities that exist within government service are just a few benefits of interning at INSS.

### 3. Who should apply.

INSS internships are available for graduate and undergraduate college students enrolled in accredited U.S. universities and colleges. **Applicants must have excellent writing and research skills.** Applicants from all fields of study who have these skills will be given equal consideration. Below are some of the fields of study of previous INSS interns:

- History
- International relations
- Marketing
- Political science
- Public policy
- Publishing
- Regional studies
- Security studies

**One of the current INSS intern positions requires advanced Chinese language skills.**

### 4. When to apply - August 18th through September 30th

Applications can be sent to INSS at any time during the year. Applicants will need to indicate the academic year and semester (including summer) for which they are applying. Prior to each semester, applications are reviewed and interviews are conducted during a limited time period. Applications for this fall semester will be reviewed and processed August 18th through September 30th, 2004.

### 5. Internship time period, days and hours.

The fall 2004 internship period runs from September through December. However, these time periods are flexible and the exact starting and ending dates may vary to accommodate each intern's individual needs. Work days and hours are determined by each intern and his or her supervisor.

### 6. Internship compensation and work environment:

INSS internships are unpaid, and the National Defense University cannot offer assistance with relocation or living expenses. The work environment is fast paced, professional, and requires a mature student with some office experience. The candidate must be team oriented, but able to work independently and without constant oversight. Excellent writing and research skills are required.

### 7. How to apply.

**All applicants must apply by e-mail.** The application should include a **cover letter** (the e-mail message itself will suffice), a **resume**, and a **writing sample**. The cover letter should include any regional or topical areas of particular interest to the applicant, and the applicant's **current university, and citizenship**. Applicants are encouraged to review the INSS web site (<http://www.ndu.edu/inss>) to

gain familiarity with INSS's mission areas. The writing sample should be no more than three pages, and may be on any topic of the applicant's choice.

Please use the following formats for the document names:

Lastname\_initial\_resume.doc.            Ex. smith\_a\_resume.doc

Lastname\_initial\_coverletter.doc

Lastname\_initial\_sample.doc

Send applications to [INSS\\_Intern\\_Program@ndu.edu](mailto:INSS_Intern_Program@ndu.edu).

We look forward to hearing from you.

**Sincerely,**

***Kathryn M. Kiefman***

***Communications Manager***

***Institute for National Strategic Studies***